



BOARD OF FIRE COMMISSIONERS

Meeting Minutes

November 08, 2018
12:00 p.m.

MEETING CALL TO ORDER

Commissioner Peoples called the meeting to order at 12:00 p.m.

FLAG SALUTE

Commissioner Peoples led the group in the Flag Salute.

ROLL CALL

Commissioners Mike Peoples, Meredith Hutchins, and Dave Pearsall; Chief John Wood; Assistant Chief Andrew Schaffran, Office Manager Rena Henson, and Lieutenant David Brotche

OTHERS PRESENT

None

AGENDA ADDITIONS OR DELETIONS

None

APPROVAL/CORRECTION OF MINUTES

Commissioner Pearsall made a motion to approve the minutes from the October 11 Regular Meeting. Commissioner Hutchins seconded the motion and the motion passed by unanimous vote.

PUBLIC COMMENTS

None

FINANCIAL REPORT

Finance Officer's Report:

1. Revenue and Fund Balances

Petty Cash

- Beginning cash balance on October 1 was \$288.50
- Deposits made for \$211.50
- Withdrawals made for \$6.70
- Ending cash balance on October 31 was \$493.30
- Outstanding checks – \$0
- Ending adjusted balance on October 31 was \$493.30

General Expense Fund (6730)

- Beginning fund balance on October 1 was \$583,216.17
- Total revenues were \$453,301.46
- Withdrawals totaled \$117,849.69
- Ending fund balance on October 31 was \$918,667.94

Capital Projects Fund (6731)

- Beginning fund balance on October 1 was \$182,708.18
- Total revenues were \$332.33
- Withdrawals totaled \$0
- Ending fund balance on October 31 was \$183,040.51

Reserve Account (6734)

- Beginning fund balance on October 1 was \$546,125.52
- Interest earned of \$1,006.26
- Withdrawals totaled \$0
- Ending fund balance on October 31 was \$547,131.78

Apparatus Fund (6736)

- Cash balance beginning on October 1 was \$120,339.14
- Deposits made for \$10,052.97
- Withdrawals totaled \$0
- Ending fund balance on October 31 was \$130,392.11

2. Voucher Approvals

- Office Manager Rena Henson summarized the expenditures for the month. Commissioner Pearsall made a motion to approve the payments below totaling \$109,636.40. Commissioner Peoples seconded the motion and the motion passed by unanimous vote.

Batch	Numbers (Transactions/Vouchers)	Amount	Type	Description
2018.10.05	181005001-181005009 Transaction #s 891-908	\$42,375.50	Warrants	General Expenditure Warrants
N/A	Transaction #s 911-916	\$29,173.36	EFT	11/5/18 October Career Payroll
2018.11.01	Transaction #s 917-919	\$16,537.41	EFT	Career Payroll EFTPS, DRS, & DSHS
2018.11.02	181102001-181102003 Transaction #s 920-922	\$9,071.79	Warrants	Payroll Benefits - Union Dues, Health Insurance, MERP
N/A	Transaction #s 934-952	\$4,536.90	EFT	11/15/18 October Volunteer Stipends
2018.11.03	Transaction # 953	\$1,029.50	EFT	October Volunteer Stipend EFTPS
2018.11.04	181104001-181104014 Transaction #s 954-967	\$4,035.81	Warrants	General Expenditure Warrants
Total		\$109,626.40		

CHIEF'S REPORT by Chief Wood

1. Administration/Operations

Monthly Alarm Activity			
Total Number of Alarms:	45	Average Response Time Fire:	8 minutes 57 seconds
EMS	32		
Fire	13	Mutual Aid Given:	6
Overlapping calls:	0%	Mutual Aid Received:	1
Monthly Training Activity			
Total Department Training Events:	163.5	People Involved	21
Recruit Academy Hours (EMT/FF)		Average Events/Person	7.8

2. Training Report

- Chief Wood attended two trainings: Crisis Management for School Based Incidents and Excited Delirium.

3. Special Interest

- Recalled sprinkler heads were replaced at Stations 13-1 and 13-2.
- Fire Prevention Week was taught to Griffin School kids in grades K-4.
- Medic One Comprehensive Plan Committee met to continue developing the plan.
- TCOMM Bylaws and IGA committee completed its work for the Administration Board. Recommended changes will go to the Admin Board at the next meeting.
- Marine Response Committee met to develop call response codes. The TCSO representative informed the committee of considerations for response. No actions

were taken. All marine response belongs to TCSO, but we are attempting to work together to get best response package for incidents.

- ESO rollout is December 3 and training is ongoing. The Department will be ready for the system changes.
- Fire Chief's Executive Board met with SPSCC regarding the 1st recruit academy through SPSCC. The academy was on budget. Issues were discussed and a budget was created for the 2nd class. Changes were recommended. Executive Board and Training Officers will tour Mertz Live Fire Training Grounds on November 26. Rates will remain the same. Other minor changes will be effective for the 2nd academy.
- Assisted with IFSAC hazmat Ops testing at Vashon Island.
- Held orientation for two new members.
- Physical agility test was given for two new volunteer applicants; both passed.

COMMISSIONERS/SECRETARY REPORT

This time is set aside for commissioners to report on meetings and conferences they attend, etc.

None

OLD BUSINESS

1. FF/EMT Hiring Update: Applications were received from 95 people. After reviewing all of the data provided by National Testing the pool of candidates was narrowed down to 14 applicants and 12 accepted the opportunity. Interviews and practicals were scheduled for November 9 and will be conducted at Station 13-2
2. Intergovernmental EMS Contract: Comments on this contract must be submitted to Thurston County Medic One by November 15. Contracts will need to be in place by the end of the year.

NEW BUSINESS

1. Training Facility Interlocal Agreement: Minor amendments were proposed to clean up old language in the agreement. Commissioner Hutchins moved to approve the Training Facility Interlocal Agreement. Commissioner Pearsall seconded the motion and the motion passed unanimously.
2. 2019 Budget: Office Manager Henson presented the proposed 2019 budget and the Property Tax Levy resolutions. No changes were made to the proposed budget and the Resolutions were passed individually.
 - a. Resolution 18-011 2019 Budget: Commissioner Pearsall made a motion to approve Resolution 18-011. Commissioner Hutchins seconded the motion and the motion passed unanimously.
 - b. Resolution 18-012 Property Tax Levy for 2019: Commissioner Pearsall made a motion to approve Resolution 18-012. Commissioner Hutchins seconded the motion and the motion passed unanimously.

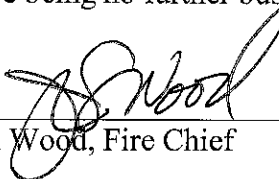
- c. Resolution 18-013 Increase Property Taxes for 2019: Commissioner Pearsall made a motion to approve Resolution 18-013. Commissioner Hutchins seconded the motion and the motion passed unanimously.
3. Upcoming Events:
 - a. Santa Sleigh – Holiday Valley & Ellison Loop December 14th, Carlyon Beach December 16th
 - b. Open House December 15th
 - c. Holiday Potluck December 18th - tentative
 - d. Annual Awards Banquet March 1st at 6:00 pm

COMMENTS FOR THE GOOD OF THE ORDER


1. The resident quarters floors are tentatively scheduled to be replaced starting November 19. Great Floors will contact us for a walk through before beginning the project.
2. The Department submitted a grant application to DNR to purchase a slide in unit for the Utility. This unit would be used for wildland firefighting when the Brush unit is mobilized to a wildland fire.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 12:55 p.m.



John Wood, Fire Chief




Mike Peoples, Chair



Rena Henson, Office Manager
Recorder of Board Minutes



Meredith Hutchins, Commissioner



Dave Pearsall, Commissioner

